



Invitation to Bid

NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

Documents included in Package:

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

Bid Walk & Bid Opening:

Project Address: 1836 Irma St.		SAFE HOME CHARLOTTE	
Call project manager for full address			
Bid Walk: Thursday-		5 / 3 /18 at 1 pm	
Bid Opening: Thursday-		5 / 10 /18 at 2 pm	
Client Name: Linda Moore		Contact Number: Do not Contact	
Project Manager: Chuck Hitsman		Contact Number: 704-336 3495	

Bid Walk and Bidding Instructions:

All bid walks are mandatory.

Lead Risk Assessment will be available for review at Bid-Walk. Copy given to Awarded Contractor.

If you are going to be late the policy is the following:

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Charles Hitsman(cell # 704-622 1685).

Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

The Bids will be opened at 600 East Trade St. immediately following the above due date and time.

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at 1836 Irma St. to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Dollars (\$ _____)

Written total

Specs Dated: 04/18/18 Number of Pages: 7

Project Minimum Start date:

Project Completion Deadline:

Please Print and Sign:

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



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Requirements For Bidders

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Charles Hitsman
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 29202
PH: (704) 336 3495
Fax: (704) 336-3489



Instructions to Bidders

Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



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- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
 - Scope of Work
 - Addenda Acknowledgement
 - Itemized Work Sheet
 - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Prepared By:
City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address:	1836 Irma St Charlotte, NC 28216	Owner:	Linda Moore
Structure Type:	Single Unit	Owner Phone:	Cell: (704) 712-6082
Square Feet:	904	Program(s):	Targeted FY18 (CDBG Funds)
Year Built:	1983		
Property Value:	52700		
Tax Parcel:	07505101		
Census Tract:			
Property Zone:	Council District 2		

Repair Category: 00.0 General Requirements

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
Portable Toilet			

Provide temporary toilet facilities from job start until approval of permanent facilities.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

Permits Required

The contractor is responsible obtaining and paying for all permits required. Said permits shall include all items in this scope of work.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

Dumpster

After procuring all required permits, place AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

Work Specification

Repair Category: 02.0 Site Improvements

Description

Floor

Room

Exterior

Privacy Fence enclosure for trash-cans

Construct a 6 x 8 x 6 x 6, gated structure. Use white vinyl material. Locate per owners recommendation.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Repair Category: 03.0 Foundation & Crawl Space

Description

Floor

Room

Exterior

Crawl Space Access Door

Install a 3/4" pressure treated plywood access door in a 2" x 4" pressure treated frame. Provide galvanized iron hinges and hasp.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Repair Category: 08.0 Doors & Windows

Description

Floor

Room

Exterior

Aluminum Storm Door (2) front and side doors

Install an aluminum combination storm and screen door. Complete with self closer and locking hardware.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Vinyl Window

Dispose of window units and any security bars. Field measure, order and install new Energy Star rated vinyl, double glazed LOW-E windows including half screens. Insulate rough opening. Install new extension jambs, casing and sill as needed, prime and paint. Exterior trim to be wrapped in PVC coated aluminum coil as needed. Repair all areas disturbed by removal and installation. This installation is to include repairing any damaged header, framing (to include king studs, jack studs etc.) sub-floor, floor joists, band joists and sill.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

2- Prehung Metal Door Entrance

Remove 2 existing doors, frame and threshold. Install new Energy Star rated pre-hung exterior door. Insulate cavity. Install mortised dead bolt and lever handled door hardware keyed alike. Install wide peep sight. New casing and shoe molding will match existing. Apply primer and topcoat. This installation to include repairing any damaged header, door framing, to include wall framing, sub-floor, floor joists and sill.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Work Specification

Door Hardware Interior - Master Bedroom

Repair door frame / casing

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Door Hardware Interior - Right middle Bedroom

Repair door frame / casing

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Repair Category: 09.0 HVAC

Description

Floor

Room

Exterior

2- Window Air Conditioners, Replace

Install 2 new Window air-conditioning units per the manufacturer's recommendations. Support unit per Owners Manual. Properly dispose of existing unit.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Electric Baseboard Replacement

Remove and replace all electric baseboard heat registrars , sized to heat each individual room appropriately. Repair any wall / floor areas not covered by new registrars.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Repair Category: 10.0 Electrical

Description

Floor

Room

Exterior

Light Fixture Replace - Kitchen / Dining Room

Replace (2) ceiling mounted 2 UL approved, LED light fixture with shade and lamps.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

GFCI Receptacle 20 AMP - Kitchen

Install a flush mounted, ground fault circuit interrupted, duplex receptacle and cover plate. Fish wire and repair all tear out as needed.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times = \text{Total Cost}$

Work Specification

LED Screw Base Bulb Installation

Replace all existing screw base (A-Type) lamps throughout the house with LED screw based omnidirectional (A-Type) lamps. Contractor to field verify quantity needed.

Bid Cost:	<u> X </u>	=	<u> </u>
	Base	Quantity	Total Cost

Ceiling Fan with Light Kit - Master bedroom

Install a 52" 3 speed flush mounted ceiling fan with a minimum two bulb UL approved, LED light fixture with shade and lamps. Include ceiling fan mounting box.

Bid Cost:	<u> X </u>	=	<u> </u>
	Base	Quantity	Total Cost

Combination CO / Smoke Detector Hard Wired & Smoke Detectors

Install a hard wired combination carbon monoxide and smoke detector with battery back up in hallway. Install a Smoke detector in each bedroom.

Bid Cost:	<u> X </u>	=	<u> </u>
	Base	Quantity	Total Cost

Ceiling Fan with Light Kit - Right middle Bedroom

Install a 52" 3 speed flush mounted ceiling fan with a minimum two bulb UL approved, LED light fixture with shade and lamps. Include ceiling fan mounting box.

Bid Cost:	<u> X </u>	=	<u> </u>
	Base	Quantity	Total Cost

Troubleshoot Electrical System

Communicate with owner. Existing malfunctioning electrical issues to be corrected. Troubleshoot malfunctioning circuit, replace any defective or damaged wiring, devices, and equipment and restore the circuit to safe and proper operation per all requirements of the Electrical Code.

Bid Cost:	<u> X </u>	=	<u> </u>
	Base	Quantity	Total Cost

Light Fixture Exterior - Front & Side Doors

Replace or install a UL approved, LED light fixture.

Bid Cost:	<u> X </u>	=	<u> </u>
	Base	Quantity	Total Cost

Work Specification

Repair Category: 11.0 Plumbing & Fixtures

Description

Floor

Room

Exterior

Rebuild Bathrooms - (2)

Rebuild the bathroom complete with all the following features:

- *ceiling mounted fan vented through the roof
- *switched light fixture over the vanity
- *GFCI outlet per Code
- *3- Grab bars per room
- * Bath #1 New fiberglass tub shell, tile 3 tub walls to top of the window , install ceramic soap dish
- *Bath #2 , 4 piece fiberglass tub and surround ,
- *Low VOC Semi-gloss paint. walls / ceilings
- *baseboard and shoe mold at standard locations
- *1.6 gpf commode, 17" commodes
- *24" vanity with cultured marble top and single handle faucet
- *3 piece bath hardware set (towel bar, paper holder, and towel ring)
- *mirror over vanity
- *Resilant Floor Coverings

All materials and construction methods shall meet the requirements of the relevant Construction Specifications and the NC Codes.

$$\begin{array}{rcccl} \text{Bid Cost:} & & \text{X} & & = \\ & \text{Base} & & \text{Quantity} & \text{Total Cost} \end{array}$$

Water Heater 40 Gallon Electric

Install a 40 gallon, glass lined, high recovery insulated to R-7, double element, electric water heater with 10 year warranty. Include pressure and temperature relief valve, expansion tank, discharge tube to within 6" of floor or to outside of structure, shut-off valve and electric supply. If it is located on an upper floor or if there is no floor drain, install a catch pan drained to the exterior. Dispose of old water heater appropriately.

$$\begin{array}{rcccl} \text{Bid Cost:} & & \text{X} & & = \\ & \text{Base} & & \text{Quantity} & \text{Total Cost} \end{array}$$

Repair Category: 12.0 Floor

Description

Floor

Room

Exterior

Resilient Flooring - Kitchen & Dining Room

Install 25 year warrantied resilient floor covering per manufacturer's specifications. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

$$\begin{array}{rcccl} \text{Bid Cost:} & & \text{X} & & = \\ & \text{Base} & & \text{Quantity} & \text{Total Cost} \end{array}$$

Work Specification

Floor System Repair - Bath 1 & 2

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 10" joists hung 16" on center, plywood or tongue and groove subfloor. Include replacing all deteriorated band joists, wall studs, plates and insulating floor to code.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Total Cost}$

Repair Category: 13.0 Interior Wall & Trim

Description

Floor

Room

Exterior

Prep & Paint Room Flat (Right-middle bedroom)

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with owner's choice of low VOC acrylic FLAT latex. Painting shall include walls and any associated trim with SEMI-GLOSS latex. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Total Cost}$

Repair Category: 14.0 Ceiling

Description

Floor

Room

Exterior

Ceiling Repair

Repair ceiling finish.

Large crack at dining room / kitchen / living room.

Patch drywall or plaster holes in ceiling greater than one inch. All others use an adhesive mesh and mud over mesh with the appropriate material. Wet sand and smooth.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Total Cost}$

Prep & Paint Ceiling (Kitchen / Dining Room / Living room / Hall

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked, and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with Owner's choice of low VOC acrylic flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Total Cost}$

Work Specification

Repair Category: 20.0 Custom Repairs

Description

Floor

Room

Exterior

Installation of New Appliance- Kitchen

Matching Appliances

Install a new electric, self cleaning stove. Include a 18 cu ft Refrigerator and electric hood vent.

Bid Cost:	X	=
Base	Quantity	Total Cost

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____